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EX 57

INTERIM ASSIGNMENT SECTION  
Progress And Accomplishments  
1 January 1957 - 30 June 1957

330657/AS file

New Employees Entered On Duty In The IAS

25X9

Clerks.....  
Clerk-Typists.....  
Clerk-Stenographers.....  
Miscellaneous.....  
Professionals.....  
Total . . .

Individuals reporting with full clearance.....  
Individuals reporting with provisional clearance.....  
Total . . .

Clerical Induction Section Training (OTR)

Man Hours devoted to training in required skills and related  
subjects..... 14,088

Orientation

Clerical Orientation (OTR), Alcott Hall.....

25X9

Work Project Man Hours

Typing..... 23,854  
Clerical..... 17,500  
Total . . . 41,354

Prior to establishing the RI Night Pool in December 1956,  
the IAS did all the work on RI unclassified work projects.  
As a result, there has been a substantial decrease in  
project man hours during the current period.

Resignations

Security, medical and personal reasons..... 59

Disqualifications

It is strongly urged that all individuals attached to the  
IAS who are disqualified for Agency employment for medical  
and security reasons not be permitted to return to the IAS.  
It would be far more beneficial for good morale in the IAS  
if the disqualified employee were granted immediate severance  
pay when informed of his disqualification by the Counseling  
Branch.

Minimum number of personnel for one day - 20 May 1957..... 74  
Maximum number of personnel for one day - 27 June 1957..... 380  
Daily Average..... 143

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*From Pending File, 1961 Clerical Assignment Branch*

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Number of employees referred to Appointments Section, RSD, for assignment.....		25X9
Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officer, Office of Assignment.....		
Memoranda to Pay Roll Branch certifying leave balances from other Agencies.....	113	
Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday.....	26	
Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses.....	47	
Personal History Statement Folders		25X9
Field Recruitment Officers.....		
Various Agency Offices.....		
Total . . .		
Bus tickets issued (approximately).....		
Salary Checks Cashed		
In keeping with an important morale factor, [redacted] salary checks were cashed, totaling.....	\$130,312.05	
Training Films		
Each week two travelogues and two training films are obtained from Graphics Register, OCR. A travelogue and training film are shown twice daily, except on Wednesday and Friday mornings, averaging one and one-half hours each with an average attendance of 30. A total of 100 films has been shown. Estimated number of man hours.....	15,000	
Details		
Detailing of personnel temporarily was principally confined to the Office of Personnel, a small number to OTR, several to the Warehouse [redacted] and 1-2 individuals each pay day to the Credit Union. Details should be kept to a minimum for administrative and morale reasons.		25X1A6a
Notarial Services		
Weekly average of notarial services.....	15	

25X9

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### Major Projects

Three major projects have been in operation: (1) RI Flexowriter project includes 4 Dennison machines and 7 electric stapling machines. The Flexowriter machines were removed to I Building in May 1957 where the cover sheets are prepared and forwarded daily to IAS for stapling to Dennison tickets. Seven clerks are utilized on this project; (2) Office of Security project which has been in continuous operation for more than five years utilizes five typists; (3) Key Punch Project furnished by OCR/SR consists of three IBM key punch machines, one Verifier and three typewriter tape punch machines. This project has been in operation since 1 April 1957. Five typists are utilized on this project.

### Transfer of Location

On 13 and 14 June 1957 the IAS removed from Quarters Eye to 1016 - 16th Street, N. W. Since the Clerical Induction Section, OTR, was also involved in the removal, no classes were conducted on 14 June 1957; therefore, all IAS personnel except those scheduled for appointments were excused for the day. At Quarters Eye, the IAS occupied a total of 8,200 sq. ft. which included three wings; two supply rooms, a health room and two project rooms in the [REDACTED] area. At 1016 - 16th Street, N.W., the IAS was originally allocated a total of 8,690 sq. ft., which included 9 rooms on the first floor, 15 rooms each on the second and third floors ( two entire floors), and 6 rooms on the fourth floor, or a total of 45 rooms. After the removal was completed, two rooms on the first floor, totaling 310 sq. ft. were taken from the IAS for a snack bar, leaving only a gain of 290 sq. ft. over the space occupied by the IAS at Quarters Eye. With the IAS personnel occupying 43 separate rooms at the new location, efficient supervision and control for this particular type of operation is less effective compared to the more favorable previous wing locations in both Quarters Eye and Curie Hall.

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